



# *City of Fayetteville*

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MAYOR  
Edward Johnson

COUNCIL  
Scott Stacy, Mayor  
Pro Tem  
Kathleen Brewer  
Paul C. Oddo, Jr.,  
Harlan Shirley  
James B. Williams

CITY MANAGER  
Ray Gibson

CITY CLERK  
Anne Barksdale

February 2, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Ray Gibson, AICP, City Manager

**SUBJECT:** CITY MANAGER'S WEEKLY REPORT: January 25<sup>th</sup> through January 31<sup>st</sup>

## **CITY ADMINISTRATION**

### **City Manager**

- Attended the annual Georgia Municipal Association's (GMA) Mayors Day Conference at the Downtown Atlanta Hilton from Friday, January 22<sup>nd</sup> through Monday, January 25<sup>th</sup>.
- Attended a site meeting on Tuesday, January 26<sup>th</sup> with Gary Gettis, the property manager at the Luau complex, to discuss his concerns with vehicles tearing up the front yard near the Waterfall. Also in attendance were Community Development Director Brian Wismer and Public Services Director Chris Hindman.
- Attended the City's Town Hall Meeting on the evening of Tuesday, January 26<sup>th</sup> at the Municipal Court Building. Also in attendance were the Mayor and Council and City Management staff.
- Held a Quality of Life Subcommittee meeting at the Fayette Chamber of Commerce on Wednesday, January 27<sup>th</sup>. The Quality of Life Subcommittee is part of the Place Committee section of the Fayette Visioning Initiative.
- Attended a meeting with Houston Nelson and Francesco Kozerski of Global Web Advisors on Wednesday, January 27<sup>th</sup> to discuss a new technology for the City to use in our economic development efforts. Also in attendance were the Assistant City Manager/Fire Chief Alan Jones, IT Director Kelvin Joiner, and Community Development Director Brian Wismer.
- Attended a site visit with numerous City staff to discuss drainage issues on Booker Avenue.
- Attended a meeting with Apex Insurance Services on Wednesday, January 27<sup>th</sup> to discuss property, liability, and workers compensation insurance. Also in attendance was Finance and Administrative Services Director Mike Bush.
- Reviewed numerous reports throughout the week having to do with various departments.
- Attended the active shooter class put on by the Fayetteville Police Department on the evening of Thursday, January 28<sup>th</sup> at Sam's Auditorium.
- Attended a meeting with Master Gardener Jeff Mellin on Friday, January 29<sup>th</sup> to discuss art initiatives within Fayetteville and Fayette County.

- Attended a meeting with Fayette County Chamber President Carlotta Ungaro on Friday, January 29<sup>th</sup> to update each other various County initiatives.
- Attended a meeting on Friday, January 29<sup>th</sup> at the Old County Courthouse with various City and County staff to discuss new landscaping options for the Courthouse grounds. Staff from the Department of Community Affairs (DCA) design studio, whom were in attendance at the meeting, were chosen to prepare the new landscape plan/design.
- Attended a meeting on Friday, January 29<sup>th</sup> with the legal team representing RaceTrac to discuss their proposal for a new gas station on the north eastern corner of the Highway 54/Veterans Parkway intersection. Mayor Ed Johnson was also in attendance.

### **City Clerk**

- Picked up t-shirts at Sign-a-Rama for the Uniting for a Cleaner Fayetteville project.
- Ordered and picked-up 25 CAFR reports/books at Minuteman Press. The deadline for having the documents printed was January 31<sup>st</sup>.
- Attended the Georgia Records Association (GRA) Board Meeting in Kennesaw on Thursday, January 28<sup>th</sup>. City Clerk Anne Barksdale is the VP of the GRA board.
- Completed the GovDeals auction including the Main Street Copier and Water Department vehicles totaling just over \$30,000. Pulled Public Works vehicles from the auction due to incorrect logistical information and will re-list them with GovDeals next week.
- Completed and submitted the February 4<sup>th</sup> City Council Agenda.

## **FINANCE & ADMINISTRATIVE SERVICES**

### **Finance**

- W2's were handed out to City staff.
- Discussed staffing and reorganization options within the department.
- Continued dialog with Tyler Technologies regarding the new software implementation.

### **Accounts Payable**

- Keyed payment data for 112 invoices and processed payments to 82 vendors.
- Prepared 82 current week checks for pick up/mailing.
- Reviewed current incoming invoices and receivables.

### **Occupational Tax**

- Received eight (8) new business applications.
- Issued ten (10) new business licenses.
- Collected \$162,707.96 for 2015 delinquent and new licenses.
- Collected \$0 from the Hotel/Motel Tax.
- Collected \$0 from the Alcohol Beverage Sales.
- Collected \$0 from the Beer, Wine & Liquor Tax.
- Entered payments into the A/S 400 System.
- Submitted the financial post, edit and balance reports.

## **Payroll**

- QBA Gross Earnings Report for Pay Date: 1/28/2016
  - Check Count: 175
  - Regular Weekly Payroll: 4
- Total Payroll: \$198,160.78

## **Utility Billing**

- Assessed late fees to delinquent accounts.
- Received \$ 19,962.89 in Sanitation and Stormwater revenues.
- Received \$77,359.56 in Water and Sewer revenues.
- Pilot Program: Delinquent Accounts Callout
  - Cut off report generated for cycle 1 on 01/27/16 generated 52 delinquent accounts.
  - Out of the 52, 30 accounts called and 11 received tag through mail due to bad or no phone numbers.
  - Account Clerks received no calls from those customers.
  - As of 02/01/16 20 of these customers are shown on the cutoff for 02/02/16.

## **Human Resources**

- Personnel Issues
- Employment Opportunities
  - Fire Fighter (All Levels) – Open until filled
- Resumes from Week of January 25 - 29
  - Fire Fighter: 2
- Insurance Broker Introductions
  - Broker Committee review and selection of Insurance Broker
- Turn over report:
  - There were no employees hired in the month of January. There were no terminations or resignations in the month of January. There are 4 vacant positions; 1 in Main Street and Planning & Zoning, 1 in Fire and 2 in Police.

## **Information Technology**

- GIS Projects
  - Reviewing and adding asset data (from the county) to the Fayette Visioning Asset map.
  - Continued with the Network Analyst training class.
- Technology Projects
  - Completed building 5 new servers for the finance system.
  - Completed upgrading the email server.
- Police Technology Projects
  - Continued with the ICOP system upgrade.
  - Archived body camera videos.
- Open Records Request
  - DVD Request of Traffic Stops and Investigations: **8**

- Web Site Visits for the Week
  - Total pages viewed: **9,504**
  - Total Unique Pages - Viewed **6,890** (excludes repeated pages viewed)
- Average Time Spent on Each Page: **57 seconds**
- Top 10 City Web Pages

1.	Official Website Main Page	1,670	17.57%
2.	Jobs	625	6.58%
3.	Events	361	3.80%
4.	Government	308	3.24%
5.	Police Department	284	2.99%
6.	Search Results	275	2.89%
7.	Residents	272	2.86%
8.	City Departments	243	2.56%
9.	Municipal	233	2.45%
10.	Online Payment	208	2.19%

## **COMMUNITY & ECONOMIC DEVELOPMENT**

### **Economic Development**

- No economic development related activities for the week.

### **Planning & Zoning**

- Held the monthly Planning Commission meeting.
- Met with representatives from RaceTrac to review the site plan and discuss rezoning procedures.
- Reviewed multiple sign applications for compliance with the City Code.
- Handled multiple customer/public inquiries for zoning uses.

### **Main Street**

- Met with the contractor to discuss erosion control issues at amphitheater.
- Met with a web designer to initiate web presence upgrades at the Train Depot, Amphitheater, and HDF Museum.
- Met with the new CEO of Camp Southern Ground to discuss extension of amphitheater sponsorship agreement.
- Met with the DCA Design Studio team to discuss enhancements to event space on Old Courthouse grounds.
- Working on options to save the home on 210 S. Jeff Davis currently scheduled for demo.
- Issued a press release for the Art Show hiatus for 2016. Currently seeking volunteers to bring back the event in 2017 or create a new art-themed event.
- Civic logos at Gateway Sign West were installed. This concludes a project that began in 2009.
- Continued planning for the 2016 event calendar.
- Preparation for the 2016 series ticket marketing and outreach; began series subscription renewals.

### **DDA**

- No downtown development authority related activities for the week.

## **Building**

- Number of Building Inspections Performed: **56**
- Number of Permits Issued: **23**
  - **11: Building**
    - Commercial Repair/Remodel: **3**
    - Commercial New: **0**
    - Residential Repair/Remodel: **6**
    - Residential New: **2**
  - **0: Demolition**
  - **2: Mechanical**
  - **0: Utility Restoration**
  - **0: Foundation Only**
  - **4: Electrical**
  - **4: Plumbing**
  - **1: Land Disturbance**
  - **1: Fence**
- Plans Received: **1**
  - Commercial Repair/Remodel: **0**
  - Commercial New: **0**
  - Residential Repair/Remodel: **0**
  - Residential New: **1**

## **PUBLIC SERVICES (Sanitation, Stormwater, Water, Waste Water/Sewer, Public Works)**

### **Public Works**

- Cleaned City Hall and the Police Department.
- Cut and maintained Jeff Davis Drive North.
- Cut and maintained cart paths throughout the City.
- Repaired potholes on Glengary Court and White Road.
- Picked up trash on Highway 85 and Highway 54 medians.

### **Sewage Department**

- Average daily flow treated is 2.590 million gallons per day.
- Performed weekly maintenance at 25 lift stations sites.
- Responded to 1 sewer backup.
- Performed repairs on a telescoping valve at the wastewater plant.
- Performed repairs on the bar screen at the wastewater plant.

### **Stormwater**

- Continued to investigate the drainage issues at Brentwood Subdivision.
- Cleaned a storm drain at Circle Drive.

### **Water Department**

- Average daily flow of 1.090 of system demand.
- Repaired 1 water main break.

- Repaired 2 water leaks.

### **Utility Locates**

- Located the water and sewer for 29 utility locate tickets.

## **POLICE DEPARTMENT**

Among the numerous calls for service the **Patrol Division** handles; these are some of the highlights:

- **Entering Auto:** 480 S Jeff Davis. An unknown person entered the homeowner's vehicle parked in the driveway and took miscellaneous items. The vehicle was unlocked.
- **Reported Rape:** A mother reported her 17 year old daughter was raped over a period of several months by her employer. CID was notified and arrived at the PD. After further investigation it was determined to be consensual relationship and she became upset and claimed rape after he refused to leave his wife.
- **Fraudulent prescription:** Walgreens North. A female subject attempted to pass a fraudulent prescription for pain medication. She was arrested without incident.
- **Person Deceased:** Landing Drive. 92 year old male deceased. Appeared to be of natural causes. CID/CSI notified.
- **Counterfeit Money:** JC Penney. Several counterfeit bills were discovered at the end of the night by management when preparing the deposit. Incident reported.
- **Theft:** 280 #B S Jeff Davis Drive. A bicycle was taken from the location. The bicycle was unsecured in the front yard.
- **Drug Transaction:** Home Depot. Assisted TNT/CID in a controlled drug buy in the parking lot of Home Depot. The transaction occurred without incident.
- **Domestic Dispute:** Brandywine Boulevard. Altercation between two residents (both females were 80 years of age). Guardians of patients met with facility to find solutions. Incident report created.
- **Suspicious Persons:** 100 Knight Way. Weatherly Walk Apartments Playground area. 2 male adults were smoking marijuana on the playground. Both subjects had marijuana in their possession and were arrested without incident.
- **Abused Child:** Overlook Court. Parents accused their Nanny of tying up their 5 year old son to the bed posts. CID Notified.
- Numerous arrests for shoplifting at Wal-Mart (4), Kohl's (1) and Publix (1).
- Numerous traffic accidents. 1 injury reported. None serious
- Numerous traffic related arrests for DUI (6), driving on suspended license (4), and possession of Narcotics (3) and wanted persons located (1).

### **Community Events**

- Patrol assisted in the Active Shooter response training for the public.
- Patrol assisted in the self-defense class taught at the Police Department for the public.

### **Training Division**

- Registered 14 Officers for training classes.
- Met with Fayette County Sheriff's Office on range dates.
- Assisted in the Active Shooter response training.

- Assisted in the Women's self-defense class.

### **Criminal Investigations**

- Detectives responded to a reported rape and were able to determine the allegations were false.
- Detectives testified in court the majority of the week in a robbery trial. The defendant was ultimately convicted.

### **School Resource Officer**

- SRO Ingram taught four classes on criminal procedure to middle school students. No other activity to report from FCHS or the FCAS.

### **Office of Professional Standards**

- OPS personnel presented an Active Shooter Response class to the Woolsey Baptist Church Happy 5<sup>th</sup> group. There were approximately 20 people in attendance.
- Presented the first Active Shooter Response class for the public at the Sam's Auditorium. There were approximately 140 people in attendance and the event was well received.
- On Sunday, January 31<sup>st</sup> OPS personnel spoke to approximately 20 members of the National Heights Baptist church and presented the Active Shooter Response class.
- The front office answered 150 phone calls, handled 97 walk-ins, referred 38 accident reports and 17 incident reports, processed 25 alcohol IDs and 7 impound releases, ran 14 backgrounds, 13 tags and 16 VINs.

## **FIRE DEPARTMENT**

### **Operations**

- Incidents: Units responded to 55 emergency calls for service during the week.
- Volunteer: The January 25<sup>th</sup> volunteer meeting was held at Station 91.
- Projects:
  - Hosted the two-day NFA Incident Command for High Rise Operations Course at Station 91 with 10 students in attendance.
  - Participated in the Town Hall Meeting on Tuesday, January 26<sup>th</sup>.
  - Participated in the Active Shooter Class conducted by the Fayetteville Police Department on January 28.
  - Captain Keith Harris has been awarded the State of Georgia VFW Emergency Medical Technician of the Year. This nomination was submitted to the State through our local VFW Post 3560. This is the third City of Fayetteville employee, nominated at the local level, that has also been awarded the State VFW Award.